



Job Posting

Position Title:

Special Assistant, Office of the Commissioner

Reports To:

Jayme Place, Chief of Staff

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description:

The office of the commissioner at the Tennessee Department of Education is seeking an individual to serve as the special assistant to the commissioner. The special assistant works closely with the chief of staff to ensure effective support for the commissioner as she leads the department in achieving its ambitious goals and strategic priorities. The special assistant and the chief of staff assist in extending the reach and leverage of the commissioner to maximize her impact and leadership. The special assistant will support the commissioner and the department as a whole through both direct action and coordination with others. The special assistant will take on day-to-day staffing and support of the commissioner and will also work closely with the chief of staff to ensure department-wide coordination, culture-building, and operational efficiency and effectiveness.



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About the Department

The Tennessee Department of Education operates with this vision: districts and schools in Tennessee will exemplify excellence and equity such that all students are equipped with the knowledge and skills to successfully embark upon their chosen path in life. Guided by the department's five-year strategic plan, [*Tennessee Succeeds*](#), the department has set three ambitious goals:

- Tennessee will rank in the top half of states on the National Assessment of Educational Progress (NAEP), or the nation's Report Card, by 2019.
- The average ACT composite score in Tennessee will be a 21 by 2020.
- The majority of high school graduates from the class of 2020 will earn a postsecondary certificate, diploma, or degree.

Specific Position Responsibilities:

Below is a list of responsibilities that—while not comprehensive—provides an overview of the duties of the special assistant:

- Leveraging public events as communication opportunities by ensuring the commissioner is fully prepared with materials and remarks tailored to the particular audience
- Designing compelling, well-organized presentations and handouts for a variety of internal and external audiences to which the commissioner presents
- Working with the executive assistant on scheduling and preparing briefings for the commissioner's speaking events
- Organizing and sharing presentations and products from the commissioner's speaking events on the website and/or with external audiences
- Attending weekly scheduling meetings and ensuring the commissioner has all necessary information and materials for upcoming classroom visits, out-of-state travel, or speaking engagements



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- Coordinating the second phase of the Classroom Chronicles tour and associated listening and/or thematic tours
- Organizing any necessary follow up to the commissioner's visits to various events or school districts
- Traveling with the commissioner across the state when needed and ensuring smooth logistics and operations
- Leading the management and use of outside sources of funding which involves detailed tracking of funds, working across divisions to develop regular milestone reports, and serving as the single point of communication between divisions and the department's fiscal agent
- Identifying key operational needs of the department and developing solutions
- Coordinating efforts to strengthen the overall culture of the department and specifically the office of the commissioner in line with the department's [core values](#)

Qualifications:

The candidate should have a bachelor's degree with preference toward individuals with two to three years of work experience. Experience in K-12 education is also preferred.

The following are necessary qualifications for the special assistant to the commissioner:

- Ability to work in a fast-paced environment balancing multiple ongoing projects, both large and small, at the same time
- Willingness to be flexible given competing priorities and tight deadlines
- Ability to take initiative and be proactive in solving problems
- Strong interpersonal and communication skills necessary to interact and develop relationships with a diverse array of internal and external



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stakeholders, including district personnel

- Exceptional organization and attention to detail
- Excellent oral and written communication
- Ability to design, edit, and optimize slides and documents for presentation purposes
- Ownership of results, with a standard for excellence

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter and resume to Jayme Place, chief of staff, at Jayme.Place@tn.gov. Candidate is also encouraged to submit contact information (phone and email) for three professional references. Applications should be submitted by May 20.

Pursuant to the State of TN's policy of non-discrimination, the Department of Education does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.